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Wall Street Prep: Excel Crash Course

Keyboard Versus the Mouse
(Ans- Almost everything that can be done in Excel using a mouse can also be done using the keyboard shortcuts
Best way to learn is to disconnect the mouse and work through Excel using only the keyboard

Name Box
(Ans- Tells you what cell you are in (top left below the ribbon)

Formula Bar
(Ans- When you insert a formula into a cell and hit return, the cell will show you the output
The formula bar, however, will show you the formula
Next to "fx" right below the ribbon

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Worksheets
(Ans- An Excel file is called a workbook;
You start with 1 worksheet but you can add/delete more
The active worksheet is highlighted in Excel

Moving Between Worksheets
(Ans- Ctrl + PageDown/PageUp
(Option + RightArrow/LeftArrow)

Adding Worksheets
(Ans- (Fn Shift F11)

Columns
(Ans- Alphabetically labeled (A, B, C, etc.)

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Rows
(Ans- Numerically labeled (1, 2, 3, etc.)

Main tabs
(Ans- Although we focus on shortcuts, virtually all commands, functions, and Excel features can be accessed through the task-oriented tabs which organize them into nine logical categories:
(1) Home
(2) Insert
(3) Draw
(4) Page Layout
(5) Formulas
(6) Data
(7) Review
(8) View
(9) Developer

How to Access Ribbon on Mac
(Ans- Ctrl Fn F2
Use arrow keys to peruse the Mac ribbon

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Mac Settings to Disable
(Ans- (1) Function Keys: Settings - Keyboard - Use F1, F2, etc. keys as standard function keys
(2) Mission Control: System Preferences - Keyboard - Shortcuts - Mission Control - Disable "Move a space left" and "Move a space right" to use Ctrl RightArrow or Ctrl LeftArrow

Using Function Keys
(Ans- Hit Fn and then the function key to use the function keys themselves on a Mac

Open a New Workout
(Ans- Ctrl N
Cmnd N

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The File Tab
(Ans- Many Excel features (Open file, Save file, Print file, etc.) are located in this tab
Excel also has alternative keyboard shortcuts (using Ctrl) for many of these features
Open a File: Ctrl O (Cmnd O)
Save a File: Ctrl S (Cmnd S)
Print a File: Ctrl P (Cmnd P)

Save a File
(Ans- Ctrl S
Cmnd S

Print a File
(Ans- Ctrl P
Cmnd P

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Open a File
(Ans- Ctrl O
Cmnd O

Toolbars
(Ans- Within each of the main tabs you will find all of Excel's features, grouped by commands

Navigating to the Toolbars Without the Mouse
(Ans- Hit Alt and the appropriate letter (or use the right/left arrow keys) to get to the desired tab
Once there, use the Tab and Shift Tab keys to navigate around, the Space to open a drop down, and Enter to select

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Bold Command
(Ans- Ctrl B
Cmnd B

The Home Tab
(Ans- Includes most formatting properties:
Font type, size, and color
Background color
Text/cell alignment
Changing currency, decimal, percent formats
Inserting, deleting, and hiding rows and columns
Adjusting columns and rows width
Inserting, deleting, and renaming worksheets

The Insert Tab
(Ans- Important Features: Pivot Table, Charts, Header & Footer

Page Layout Tab
(Ans- Important Features: Print Area, Fonts, Gridlines

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Formulas Tab
(Ans- Important Features: Insert Function, Function Library, Name Manager, Formula Auditing Tools (Trace Precedents, Trace Dependents)

Data Tab
(Ans- Important Features: Filter, Sort, Text to Columns, Flash Fill, Data Validation, Data Tables (Goal Seek), Group/Ungroup

Review Tab
(Ans- Important Features: New Comment

View Tab
(Ans- Important Features: Zoom, Gridlines

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